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| Title: | | **Planning change in the workplace** | | |
| Level: | | **3** | | |
| Credit value: | | **2** | | |
| Unit guided learning hours | | **9** | | |
| Learning outcomes (the learner will) | | | Assessment criteria (the learner can) | |
| 1. Understand the forces for change in an organisation | | | 1.1 | Identify the forces that may require own organisation to change by conducting a simple PESTLE or SWOT analysis |
| 1. Know how to identify and plan change in an organisation | | | 2.1  2.2  2.3  2.4 | Give an example of change required in the workplace reflecting the SWOT or PESTLE analysis  Identify relevant human and financial factors in the consideration of planning change within the context of the example given  Explain how to communicate with and involve people to facilitate effective change  Use a technique for planning change within the given context |
| **Additional information about the unit** | | |  | |
| Unit purpose and aim(s) | | | To be able to plan change in an organisation as required by a practising or potential first line manager. | |
| Details of the relationship between the unit and relevant national occupational standards or professional standards or curricula (if appropriate) | | | Links to Management & Leadership 2008 NOS: C5, C6 | |
| Assessment requirements or guidance specified by a sector or regulatory body (if appropriate) | | |  | |
| Support for the unit from a sector skills council or other appropriate body (if required) | | | Council for Administration (CfA) | |
| Equivalencies agreed for the unit (if required) | | | M3.03 – Planning change in the workplace | |
| Location of the unit within the subject/sector classification system | | | 15.3 – Business Management | |
| **Additional Guidance about the Unit** | | | | |
| **Indicative Content:** | | | | |
| 1 | * PESTLE analysis * Organisational SWOT analysis | | | |
| 2 | * The principles of change management * Methods of planning for change * Use of Gantt charts, network planning as tools for planning change * Identification of human and financial factors in the consideration of change * The importance of communication and involving people to facilitate effective change | | | |